

JOB TITLE: PUBLIC WORKS SUPERVISOR

DEFINITION

This is a physically demanding supervisory position in the public works department. This employee, with direction from the Director of Public Works, supervises all maintenance crews and equipment operators in the maintenance and repair of streets, parks, public buildings, etc; has discretionary authority as supervisor on all job assignments; in the absence of the Director serves as Acting Director. Performance is evaluated annually. (Must be available for overtime.)

EQUIPMENT / JOB LOCATION

Operates trucks, backhoe, snow plow, trash truck, front-end loader, tarpot, power mower, power saw, jack hammer, tub grinder, etc.; also works all public works hand tools and various mechanical equipment. The workplace is in the field.

ESSENTIAL FUNCTIONS OF THE JOB (examples are illustrative only)

Oversee the execution of the annual work plan for streets, parks and buildings; supervise patching and resurfacing of roads, digging or repairing of drainage ditches and culverts, laying and maintenance of drainage pipes, mowing, planting, loading and unloading of equipment. Train and assist crews in concrete finishing and form installation, and in operating all public works vehicles and equipment; perform routine maintenance and adjustments to vehicles and equipment in the field; lead crews in routine maintenance of buildings and equipment, such as painting, sharpening blades, minor repairs, etc; transport crews to and from projects; operates motor vehicles and heavy equipment whenever necessary; ensure adherence to safety practices; communicate with citizens and co-workers in a courteous and diplomatic way; keep daily record of projects for the Director; prepare simple reports; submit statistics to secretary for monthly reports; and other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of road maintenance principles, methods & equipment; working knowledge of the operation and maintenance of automotive road equipment up to 20 tons; of traffic regulations, load capacities and the Maryland Occupational Safety and Health Act; knowledge of technical English so as to read and comprehend operating manuals for the equipment used by the department; knowledge of supervisory elements; able to speak and write effectively;

Must be able to communicate in English clearly and concisely in both written and spoken form. Must be able to hear, understand and follow simple oral directions. Must be able to lift 100 pounds to a three (3) foot level; climb a 25-foot ladder; crawl into confined spaces and kneel, walk and stand for prolonged periods of time.

MINIMUM EXPERIENCE AND TRAINING

Graduate of a recognized high school, experience or schooling in construction, management, etc. and ability to operate construction equipment germane to the department. –OR- the equivalent in education and experience to fulfill the above requirements as determined by the Director of Public Works.

ADDITIONAL DESIREABLE QUALIFICATIONS

Experience in public works projects, including planning, organizing and supervising large projects. Personnel training; Computer training; knowledge of quantity measurements.

REQUIRED LICENSES AND CERTIFICATIONS

Class “B” commercial driver’s license (CDL) with air brake endorsement. Must be able to pass physical exam and drug screening tests, as demanded.

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Cheverly is an Equal Opportunity Employer. The Town stands ready to make reasonable accommodations to comply with the intent and spirit of the Americans with Disabilities Act.